



# Department of Property & Procurement

Government of the United States Virgin Islands

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April 1, 2020

**AMENDMENT #4 IFB025BIRT20 (C)** Renovations and Improvements to the Bureau of Internal Revenue 1<sup>st</sup> and 2<sup>nd</sup> Floors of the Main Building, located at East End Plaza on St. Thomas, Virgin Islands

## Questions and Answers:

1. Please confirm that all work must be done at night (After 5:00 PM to 7:00 AM): We are flexible and open to a work-around especially for tiling during the day which would require sifting furnishings from room to room. However, the painting of the walls will require a nighttime effort quarantining portions of the building from the fumes.

2. Please confirm that all rooms will be available, when work is scheduled to begin. All affected rooms will be available prior to the commencement of the project

3. Please confirm that as furniture is removed from a room it can be stored in another room until the room being worked on is complete. This can definitely happen. As a matter of fact, it is preferred.

4. Please confirm that all file cabinets will be removed to another area and replaced when both flooring and painting work is complete. As with the furniture, all file cabinets should also be removed and returned to the original location upon completion of the project.

5. Please confirm that all doors, jams, and window trim require painting and not staining: All doors, jams and window trims require painting only, not staining.

6. Please confirm that only the rooms designated in the scope of work require removal and replacement of tile or carpet. Based on my review, room# 138 should be added to the scope of work- (meeting room on the main floor).

7. Please designate which rooms get tile and which get carpet. Carpet exists on both levels in the rooms/offices identified in the scope of work to include room 138. The carpet should be removed in its entirety from the rooms/offices identified on both levels and replaced with porcelain or ceramic tiles.

9. Please confirm that carpet tile is acceptable and provide a specification for the carpet tile. The carpet on the entire upper level or Director's office to include all corridors, entryway and cubicles should be removed and replaced with porcelain tiles. The carpet within the rooms/offices on the main floor should be replaced with tiles to include both porcelain and ceramic.

10. Please confirm that the stairway and courtroom require painting and designate the courtroom by room number. Both stairwells are in dire need of painting also the conference room (#218) on the upper level and breakrooms (Rm #123 main level) & (Rm #200 upper level).

11. Please confirm that all paint will be supplied by IRB Headquarter. All paint must be supplied by the contractor. The tiles, cove base, grout and thin-set will be supplied by the BIR.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.